



Virginia Alcoholic Beverage  
Control Authority

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## REQUIRED DOCUMENTS FOR ENTITIES (RETAIL / INDUSTRY APPLICATIONS)

### INDIVIDUAL ENTITY

#### All Individuals

- ☐ 1. DMV transcript or DMV affidavit
- ☐ 2. Health permit or agriculture certificate

#### Individuals who have resided in VA for less than 12 months

- ☐ Criminal history

#### Individuals who have resided in AL, CA, AZ, or another country currently or in past 12 months

- ☐ Background Check or Affidavit

#### Non-US Citizens

- ☐ Citizenship proof or proof of legal residency

### BUSINESS ENTITY

#### All (excluding sole proprietorship)

- ☐ 1. List of Officers & Titles/Directors/Members
- ☐ 2. Organization Chart (excluding sole proprietorships and day spas)
- ☐ 2. SCC eFile Report/ Virginia SCC Authorization Letter (excluding sole proprietorships and general partnerships)

#### Primary Business Entity

- ☐ Copy of FEIN document from IRS

#### Corporations, Non-Profit Associations, Tax Exempt Organizations

- ☐ Bylaws

#### General Partnership, Limited Partnership, Limited Liability Partnership

- ☐ Partnership Agreement / Statement of Partnership

#### OPTIONAL DOCUMENTS (if available)

- ☐ 1. Charter, Articles of Association or Constitution
- ☐ 2. IRS Exempt Letter
- ☐ 3. Operating Agreement
- ☐ 4. Statement of Registration as Domestic/Foreign for SCC or SCC Charter from State of Issuance or equivalent based on entity type

For assistance, contact the ABC customer service team at [abc-pst@virginiaabc.com](mailto:abc-pst@virginiaabc.com).